



BICYCLE LOAN AGREEMENT

The User Liaison Office provides the SURA Residence Facility a limited number of bicycles available for loan to Users while on site. Users are required to complete a Bicycle Loan Agreement Form and submit with a refundable deposit of \$10.00 for a three month extendable loan period. Helmets and locks are provided with each bicycle.

JLAB SAFETY POLICY: Beginning November 1, 2004, anyone riding a bicycle on-site or a JLab owned bicycle off-site **must** wear a properly fitting approved bicycle helmet. JLab will supply helmets to riders who do not have their own helmets. The User Liaison Office has lockers available for Users to store their bicycle helmets when leaving until their next visit.

Jefferson Lab is not in any way responsible for injuries or accidents sustained while riding a bicycle on loan. We suggest that all Users requesting bicycles carry medical insurance to cover any such circumstances.

Name: _____ JLab ID Badge #: _____

Division: _____ Supervisor: _____

JLab Phone: _____ JLab Address: _____

E-mail: _____ I have medical insurance: _____ yes _____ no

Bicycle Issue:

Date Issued: _____ Date Due: _____ Deposit Receipt #: _____

Rental #: _____ Bicycle #: _____ Lock #: _____ Helmet: _____ yes _____ no

I acknowledge that I have read and understand this agreement, received a bicycle in good working condition, a copy of my loan agreement, a lock/key, and a helmet.

User Signature: _____ Date: _____

Res Fac Signature: _____ Date: _____

Items Returned: Bicycle Lock

Date Returned: _____ Res.Fac. Signature: _____

I acknowledge that the Residence Facility Staff has refunded my \$10.00 bicycle deposit:

User Signature: _____ Date: _____

Res/Fac Signature: _____ Date: _____

Note any repairs needed to bicycle:
